



# CITY OF ATLANTA

## INFORMATION TECHNOLOGY SPECIALIST

**STARTING SALARY: \$31,635**

**SALARY GRADE: 15**

**Applications Accepted From: December 15, 2003 until January 09, 2004**

### **Minimum Job Requirements\***

Persons applying for this position must have a Bachelor's degree in Computer Science, Information Systems or a related field and have one year of computer operations/technology experience. Equivalent combinations of training and experience will be determined under prescribed guidelines.

### **Duties of the Job:**

This employee will perform computer hardware and software installation, maintenance, and troubleshooting. Duties include, but are not limited to: solving computer hardware and software problems; maintaining information technology systems; assisting in the formulation and preparation of computer programs used for performance measurements; working with hardware and software vendors to solve technical problems; participating in the quality assurance review of all new system development activities; providing training and technical assistance to departmental employees involved in operation of information technology systems; writing operations maintenance programs; writing operational procedures manuals; and performing additional tasks as assigned.

### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of applications.

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107, Atlanta, GA. 30303

Phone: (404) 330-6369 [www.atlantaga.gov](http://www.atlantaga.gov) FAX: (404) 658-6157

### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity, or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

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APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, HIGHLY QUALIFIED.

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The hiring authority will contact only those applicants they deem most appropriate for the position. Letters will not be mailed to job applicants.

**The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.**

\*Verification required prior to appointment.